



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

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POSITION DESCRIPTION
TOBACCO CESSATION SENIOR PROJECT COORDINATOR

Reports To: Public Health Officer
FLSA Status: Full-Time, Exempt
Revised Date: July 16, 2025

Prepared By: Human Resources
Salary Grade: \$35.00/hour DOE
Board Approval: July 16, 2022

Position Summary:

Under the leadership and direction of the Tule River Public Health Officer, the Tobacco Cessation Senior Project Coordinator will be responsible for implementing and managing the Tule River Tobacco Cessation Program, which is funded by the California Tobacco Prevention Program. The primary objectives of the Tule River Tobacco Cessation Program are to recruit, engage, and convene a community coalition to inform strategies for preventing and reducing commercial tobacco use in the Tule River Tribal community and includes 1) developing, adopting and implementing a comprehensive tobacco policy to screen, assess, and refer people who use commercial tobacco to cessation services, and 2) implement community level commercial tobacco prevention and cessation health education services. The Senior Project Coordinator will be the primary contact and lead for the day-to-day operations of the Tule River Tobacco Cessation Program project ensuring project communication, processes, and implementation requirements.

With oversight from the Public Health Officer/Project Director and support from the Tobacco Cessation Community Engagement Coordinator, this position leads the delivery of the Scope of Work, budget expenditures, preparation of progress reports (2 per year) for Public Health Officer review, maintenance of required documents for project tracking measures and auditing purposes; and devotes a minimum of 10 percent of annual time to completing evaluation activities. The position also develops the strategies and approaches for outreaching, engaging, and communicating Tule River Tobacco Cessation Program activities to the Tule River community, organizing educational events, tabling in community spaces, working with Tribal youth and connecting community members regarding Tule River Tobacco Cessation Program resources and cessation services.

This position will support the Public Health Officer with developing the Tule River Tobacco Cessation Program policies, processes, and procedures related to the program's primary objective and delivering training to coalition members of Tule River professionals as specified in the scope of work. Depending on Tule River Tobacco Cessation Program needs and team experience, the position may include supervisory responsibilities. The position requires collaboration with other Tule River Indian Health Center Inc. health professionals, Tule River agencies, tribal leaders, county and state level tobacco prevention professionals.

Essential Duties and Responsibilities:

1. Support strategic oversight of the TR Tobacco Cessation Program in collaboration with the PHO, including implementing program components and recommending adjustments as necessary.
2. Implement the Tobacco Cessation grant program, including communicating directly with the funder.
3. Provide daily administrative oversight of grant deliverables and activities, in compliance with the funder's required performance standards, and completing grant reports in collaboration with the TR Tobacco Cessation program team and evaluator.
4. Conduct tobacco education opportunities with the TR community on the benefits of tobacco cessation using culturally relevant and/or evidence-based practices.

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5. Host training events with health professionals and TR community members on the commercial tobacco prevention and cessation in Tribal communities.
 6. Coordinate staff as appropriate for grant deliverables, including the Tobacco Cessation Program Coordinator.
 7. Collect program data, including overseeing data collection of the Tobacco Cessation Program Coordinator, and analyze data per grant deliverables.
 8. Maintain strong records of activities and assist with preparing grant and administrative reports, using records and collected data.
 9. Provide tobacco-related technical support to health professionals and community members as needed in alignment with program deliverables.
 10. Complete training courses related to tobacco cessation and related areas that align with grant objectives.
- Additional Responsibilities may include:

Additional Responsibilities may include

1. Participate in all required staff meetings
2. Performing of general office duties or other related responsibilities as needed and assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities:

1. Excellent communication skills.
2. Ability to work with varying levels – health professionals, community members and tribal leaders will be required. Academic or professional experience with grants management, administration, and data collection is highly preferred.
3. Must be familiarity with public health programs frameworks such as policy, systems and environmental change and policy development is preferred.
4. Must have good communication skills, especially the ability to effectively communicate with diverse populations, including youth, tribal leaders, health and social services professionals.
5. Knowledge of prevention, policy and clinical treatments for tobacco use and cessation and communicate information to a lay audience.
6. Ability to work independently and with a team, especially reliability in coordinating and completing grant deliverables.
7. Ability to maintain accurate records, prepare reports, and ensure compliance with HIPAA as needed and properly documented.
8. Working knowledge of computer software packages needed to manage and complete scope of work (Office 365 package, CANVA, communications and listserv software, social media tools and healthcare technology).
9. Working knowledge of the cultural sensitivities of Native Americans related to tobacco.
10. Professional appearance and approach to TR Tobacco Program participants, community members, and collaborators.

Requirements:

1. Possess a Valid California Driver License,
2. Must be insurable with the Tule River Indian Health Center Inc. Insurance Agency.
3. Must pass pre-employment drug & alcohol screen, pre-employment physical, and background.

Supervisory duties (if any):

None.

Education and/or Experience:

1. Master's degree, preferably in a related area (public health, communications, biology, nursing, behavioral health, etc.) and a minimum of 2 years' experience with grant-funded programs including managing grant requirements, scope of work, and report preparation.
2. Bachelor's degree, preferably in a related area (public health, communications, biology, nursing, behavioral health, etc.) and 3-5 years grant funded program administration experience and training.
3. Associate's degree, preferably in a related area (public health, communications, biology, nursing, behavioral health, etc.), and 7+ years of related experience managing grant funded programs in tribal public health, social services, education or healthcare services.
4. Preferred training or professional experience in health education (experience in tobacco cessation not required).
5. Preferred professional or lived experience in Native American communities, especially as in relation to health.

Certificates, Licenses, Registrations:

1. A current California driver's license, a good driving record, and the ability to be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. First Aid/BLS/CPR certification required or must be obtained within 3 months of hire.

Physical Work Environment: *The description provided here is representative of those conditions in which the Tobacco Cessation Senior Project Coordinator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Tobacco Cessation Senior Project Coordinator is situated in a standard office environment within the health center, which there is little or no exposure to variations in the weather or other similar elements. Tobacco Cessation Senior Project Coordinator will move throughout the health center to meet with supervisors and co-workers but maintains limited direct patient/client contact.

Tobacco Cessation Senior Project Coordinator:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
3. Possess the strength to lift and carry supplies weighing up to 10 lbs., repeatedly and/or up to 25 lbs. intermittently.
4. Possess the visual acuity to read printed materials and a computer screen for long periods of time; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate and translate in person and over the telephone effectively as required.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

Disclaimer: *This position description lists the major duties and requirements for the Tobacco Cessation Senior Project Coordinator position as established by subject-matter experts at the time of this document's creation.*

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This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation: *I have thoroughly read the attached position description for the position of Tobacco Cessation Senior Project Coordinator. Any verbal explanations that I have requested concerning the information in this position description were provided to me to my satisfaction. Subsequently, I affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties, responsibilities, and tasks outlined herein.*

Employee Name (Print)
Employee Signature
Date